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DD/A Registry
78-342

Executive Registry
78-360

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MEMORANDUM FOR:
Special Assistant to the DCI

VIA : Acting Deputy Director for Administration

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FROM :
Acting Director of Personnel

SUBJECT : Secretarial-Clerical Concerns

REFERENCE : Your memo for A/DDA dtd 22 Nov 77, same subject

1. In accordance with your request, we are forwarding our responses to several of the items raised by a representative group of secretarial-clerical employees in their meeting with the Director in October 1977.

2. The items included in this response concern the subjects of: Vacancy Notices, Training, Operational Support Assistants, Contract Wives and Secretarial-Clerical Career Service. The remaining subjects are undergoing further study and will be forwarded as soon as they are completed.

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Att.

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